

**31 AUGUST 1999**

*Security*



**ISSUE AND CONTROL OF MAGNETIC  
NUMBERED CONES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements applicable provisions of Air Force Policy Directive (AFPD) 31-1, *Physical Security* and Davis-Monthan (DMAF) Base Instruction (BI) 31-102, *AMARC Entry and Control Procedures*. It describes the responsibilities and procedures for the issue and control of magnetic numbered cones and applies to all AMARC organizations and personnel that are required to use magnetic cones.

**SUMMARY OF CHANGES.** Updates the office symbols, format and style. Changed paragraphs are indicated with an \*.

**1. GENERAL.** The three types of numbered magnetic cones used by AMARC are:

**1.1. Lime green cones - Privately owned vehicles (POV) only** for authorized access to areas other than paved streets and parking areas, except the flight line area as described in BI 31-102.

**1.2. Orange cones - Contractors only** while working on or in the vicinity of the flight line or off a paved street or parking area.

**1.3. Pink cones - Government vehicles only** for flight line area access.

**2. RESPONSIBILITIES AND PROCEDURES:**

2.1. The Aircraft Management Directorate, Production Control Division, Master Scheduling Branch (LAAS) will:

2.1.1. Keep a control log for issuing all magnetic cones. The log will show the cone number, and the name, organization and telephone number of the individual issued the cone.

2.1.2. Control and issue all numbered magnetic cones for temporary, long-term or permanent issue.

2.1.3. Get a signed AF Form 1297, **Temporary Issue Receipt**, from:

2.1.3.1. The AMARC individual responsible for the permanent, long-term cone assignment.

2.1.3.2. The non-AMARC organizations responsible for permanent, long-term cone assignments that require numbered magnetic cones (i.e. Defense Reutilization and Marketing Office (DRMO), Navy Field Service Office (FSO), etc.).

2.1.3.3. The individual that is responsible for temporary use of a magnetic cone.

2.1.4. Brief the applicable safety and working conditions of the area to be accessed with the cone.

2.1.5. Quarterly, conduct an inventory of all magnetic cones, including those temporarily issued on AF Form 1297, and send a letter documenting the results to the AMARC Security Manager (CCS).

**2.2. Temporary cone issue.** Personnel needing a magnetic cone on a temporary basis will:

2.2.1. Provide LAAS with written justification for the cone, the responsible individual's name, the type and color of vehicle and the area to be accessed.

2.2.2. Temporarily issued cones are for one day only; they must be reissued each day. Return cones to LAAS as soon as the work is completed, no later than (NLT) 1600 hours each day. **EXCEPTION:** During summer hours, cones will be returned NLT 15 minutes before the end of the workday.

**2.3. Lost or damaged cones** - the responsible individual will:

2.3.1. Call LAAS immediately and report the loss.

2.3.2. Send a written report within 24 hours of the verbal report to CCS with a copy to LAAS. The report will include all circumstances concerning the loss or damage and any follow-up action taken or planned.

OFFICIAL

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